



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IV	Out-of-Home Placement	
Chapter:	B	Resource Care	8-17-2009
Subchapter:	2	Resource Home Selection	
Issuance:	400	<b>Resource Family Transfers between Sponsors</b>	

### Resource Family Transfers to Another Sponsoring Agency

8-17-2009

The Department does not encourage the transfer of a resource family/applicant from one sponsoring agency to another. Approval is authorized only in rare, exceptional circumstances.

Note: When there are outstanding violations (e.g., IAIU investigations in progress, corrective action implementation, etc.), transfers are not approved until all violations have been resolved by the initial sponsoring agency.

Exceptional circumstances may include:

- A resource parent or relative of the resource parent is employed by the sponsoring agency; or
- A resource parent who relocates, and whose new residence is a considerable distance from the sponsoring agency, makes support and monitoring difficult.
- In these exceptional circumstances, consideration is given on a case-by-case basis, while other options are explored.
- In order for the transfer to be approved, the following is required:
- A joint written request for transfer approval, CP&P Form [5-6](#), Request for Transfer Approval, is signed by the resource parent and sponsoring agency. If it is a CP&P sponsored home, the LOM or designee signs the approval.
- The request for transfer approval with all required signatures is submitted to the County Business Manager, or his or her designee, if the resource family is sponsored by a contract agency.
- The request for final approval is submitted to the Chief, Office of Licensing, or his/her designee, once the preliminary transfer approval has been granted by the Business Manager/designee or LOM/designee.
- OOL gives final approval for transfer within ten working days.

- Once final transfer approval is granted by OOL:
- The sponsoring agency provides the new sponsoring agency with the entire resource family file.
- The new sponsoring agency, after a record review of the resource family file, advises the resource family, or the original sponsoring agency, of the need for any updated or additional information.
- A visit to the resource home is made by the new sponsoring agency staff within 14 calendar days of transfer.